



## **EVANSVILLE-VANDERBURGH AREA PLAN COMMISSION**

1 N. W. M L King Blvd.  
Evansville IN 47708  
Civic Center Complex Room 312  
Phone: 435-5226 Fax: 435-5237

## **PARCELIZATIONS**

Persons desiring to divide a property into smaller parcels or split an area from a larger parcel must submit a subdivision plat for review, unless the requirements for parcelization can be met. To comply with these requirements, the original parcel must be at least 10 acres, and each proposed lot, including the remainder of the parent parcel, must be at least 5 acres. Residential properties must conform to the minimum lot width in the Zoning Code (Table A) and have frontage on an existing public or private road (e.g. in Agricultural and R-1 districts, parcels must have at least 60 feet of frontage). For non-residential uses, there is no requirement for minimum lot width or road frontage.

### **Steps in Filing a Parcelization:**

1. Confer with the APC staff to discuss whether the conceptual plan would meet the parcelization requirements in the Subdivision Code. The Plan Commission may need to verify that a public or private road exists for access/frontage to the proposed parcel(s).
2. If the Code requirements can be met, hire a surveyor to create a meets and bounds description of the parcel(s) along with a proposed survey drawing of the parcelization plat.
3. File a copy of a completed APC Parcelization Checklist and the proposed plat drawing.
4. If the parcelization is approved, the applicant must record the deeds with the plat drawing in the County Recorder's office (Room 231).
5. A copy of the deed(s) with the recording information must then also be submitted to the APC for the office parcel records.
6. Staff will then assign addresses for the parcel(s).



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APC Docket No: \_\_\_\_\_

PARCELIZATION NAME: \_\_\_\_\_

## PARCELIZATION PLAT CHECKLIST

### General Information...

\_\_\_\_\_ **Letters of Transmittal must accompany all documentation** filed for review or processing by the Area Plan Commission. A copy of the transmittal will be date stamped by APC and will serve as your review for any prints, mylars, or checks for processing fees received by this office. Documentation not accompanied by letters of transmittal will not be accepted.

\_\_\_\_\_ Submit one copy of proposed plat along with this check list.

\_\_\_\_\_ **Geographic Location Map:** Locate site within section or quarter section with reference to roads, major landmarks, parent parcel (if applicable), nearby city, towns or corporation limits. Indicate north direction and scale.

\_\_\_\_\_ **Boundary Description:** A metes and bounds description is required for all plats. Include tier, range, section, township and reference to Vanderburgh County, Indiana. Include ties to found section or quarter section corners and identify the true Point of Beginning (POB). Written description should include all calls shown on plat (no inverse calls). Boundary description should accurately reflect field surveys and should mathematically close. All straight line segments should include a bearing and distance. All curves should include the radius, delta angle, chord bearing, chord distance, tangent, and arc length. Include totals for acres and square footage of entire platted subdivision.

\_\_\_\_\_ **Plat:** Accurately reflect the written boundary description. Locate and label the true POB and all ties to found section or quarter section corners. Line work for plat should allow for easy identification of boundary lines, internal lots lines, ROW's, centerlines, easements, contours and all other line work shown. Indicate north direction and scale.

\_\_\_\_\_ **Parent Parcel:** Include original parcel and all new parcels on plat.

\_\_\_\_\_ **Parcel Data:** Identify all lots with sequential numbers or letters. Show bearing, distances, and all curve data on all lot lines. Show individual lot sizes in acres. Show and label all existing structures such as buildings, wells, mines, towers, etc.

### Flood Plain Data...

\_\_\_\_\_ **Flood Plain Statement:** Reference FIRM Panel Number and indicate whether entire subdivision, or portions thereof, are within Flood Zone "A".

\_\_\_\_\_ **Flood Protection Grade (FPG):** Show the FPG on each affected lot as determined by the Building Commission.

\_\_\_\_\_ **Flood Plain:** Delineate the 100 year flood contour and elevation.

\_\_\_\_\_ **Flood Way:** Delineate areas established by the Indiana Department of Natural Resources, FEMA, or local study